

Vacancy Announcement

Health Care & Legislative Specialist GS-0301-13

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Announcement Number: NW0301

Date Opens: 03 May 2004

Date Closes: 18 May 2004

**Location: Bureau of Medicine and Surgery
Congressional & Legislative Affairs Division
2300 E Street NW
Washington, DC**

Area Of Consideration: Federal Agencies

About Us: This position is located in the Office of the Special Assistant for Legislative Affairs, which is responsible for assessing and formulating legislative and policy initiatives, recommending policy for medical and dental operations, and providing liaison within Navy and with the Office of Management and Budget, Congress, Department of Defense and other agencies for healthcare matters.

About the Job: The incumbent of this position serves as the Assistant for Legislative Affairs and functions as a healthcare program analyst in support of the mission of the Office. Incumbent prepares testimony for the Surgeon General and other officials in the Office of the Director of Naval Medicine/Bureau of Medicine and Surgery; prepares and analyzes detailed backup material on issues in Naval Medicine for testimony before Congressional Committees and for support of other major projects and presentations; attends hearings on subjects of interest to Naval Medicine, analyzes the positions represented and develops reports covering such essential information; responds to Congressional testimony transcript edit requests, questions/inserts for the record, requests for hearings and briefs from Congressional Committees; acts as BUMED primary action officer for liaison with the DoN Congressional Program Information Center, Navy Office of Legislative Affairs, House Appropriations Committee Liaison Office; monitors and analyzes legislative activity; assesses potential impact of significant legislative proposals and develops a recommended BUMED policy/position; responds to written and verbal requests for information from members of congress and their staff; prepares analysis to assess long term and mid-range healthcare issues to anticipate the impact on Navy Medicine and develops a recommended proactive posture and prepares position papers on legislative proposals which have an important effect on the Navy (DoD) Healthcare System.

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